



JOB OPPORTUNITY

CALIFORNIA HOUSING FINANCE AGENCY

CALIFORNIA STATE GOVERNMENT

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL
STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC.

OFFICE ASSISTANT (Typing)/OFFICE TECHNICIAN (Typing) Monthly Salary Ranges: \$1908 - 2319/\$2348 - 2855

We will also consider filling this position at the following levels (depending on the candidate's qualifications):

Accounting Technician \$2348 - 2855
Account Clerk II \$2104 - 2559

An opening exists in the Operations section of the Accounting Division. Under the supervision of the Senior Accounting Officer-Supervisor, the Office Assistant / Office Technician performs the following duties:

- Receives mail for Accounting -- sorts and distributes to appropriate desk. Prepares checks for deposit.
- Prepares revolving fund claim schedules for submission to the State Controller's Office for reimbursement. Ensures that goods have been received or services rendered prior to submission. Codes appropriate expenditure categories for input into the general ledger.
- Types and/or prints checks for Accounting. Accounts for check stock and maintains ledger of checks issued.
- Key enters travel and temporary employee expenditures and reconciles with the allotment expenditure ledger. Prepares monthly travel report and report of temporary staff for management.
- Maintains ledger of the filing and payment of all operating expense claims. Ensures claims are paid by the State Controller's Office. Prepares monthly report for management.
- Distributes monthly payroll and verifies that all payroll checks have been received.
- Prepares monthly attendance report for Accounting. Verifies employee's timesheet with attendance records and maintains balances to reconcile with Personnel.
- Acts as telephone receptionist for Accounting. Answers calls for unavailable staff. Takes message and/or researches information and directs calls to appropriate staff.
- Maintains ledger of Agency subscriptions and memberships to ensure renewals are not duplicated. Records training expenditures for the Accounting Section and prepares the monthly training report for Comptroller.
- Types reports and correspondence for Comptroller and performs other duties as required.

Location of Position: California Housing Finance Agency
1121 "L" Street, 7th Floor, Sacramento, CA 95814
Telephone: 916/327-5172 TDD Number: 916/323-7490

How to Apply: Submit application to the above address to the attention of Carol LiVecchi in the Personnel Office by November 17, 2000. Please mark your envelope "Confidential". Applications will be screened, and only those most

qualified will be interviewed. This position is subject to SROA clearance policies.

Final File Date: November 17, 2000